

## Manager - ERP Finance Systems

Manages the day-to-day activities of ERP Finance Systems Cost Center. Sets employee objectives, evaluates employee performance and performs the functions of the employees supervised as necessary. Manages activities of all software systems and applications programming that affects the overall administrative support information management systems to which assigned.

### Essential Functions

*Assumes complete and/or shared responsibility with other Information Technology Managers for any or all of the following:*

- Responsible for applications systems analysis and development activities, feasibility studies, time and cost estimates, and the establishment and implementation of new or revised applications systems.
- Assists in projecting software and hardware requirements for assigned application systems, and evaluates vendor proposals for purchases of required hardware and software.
- Manages related outsourcing contracts and service levels.
- Responsible for activities related to technical guidance for planning, directing, and monitoring assigned application systems operations.
- Responsible for activities related to the administration of computerized databases and consults with users of the databases for which assigned. Projects long-range requirements for database administration and design in conjunction with other information systems managers.
- Prepares activity and progress reports regarding the activities of the applications systems cost centers.
- Prepares operational cost estimates for current and/or proposed projects. Prepares activity and progress reports regarding the activities of the assigned applications systems.
- Advises or consults on organizational, procedural, and workflow plans, methods, and procedures analysis. Analyzes the results of workflow plans and determines best possible system solutions.
- Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibility includes the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
- Plans and controls staffing, and performs other human resources, finance and payroll related functions for assigned employees.
- Provides inputs to the budget for area of responsibility. Develop and monitor time and expense budgets.
- Manages related outsourcing contracts and service levels.
- Provides inputs in defining strategic direction for area of responsibility.

- Maintains advanced technical knowledge of assigned BCPS application programs, databases, operating systems, customer data retrieval processes, or network configurations.
- Participates in the training programs offered to increase technical, interpersonal and communication skills and proficiency related to the project to which assigned.
- Utilizes tact and exercises good judgement in interacting with general-public, school and central office personnel.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follow federal laws, state laws, school board policies and the professional standards.

**Maximum Salary**\$172203.00

**Minimum Salary**\$96089.00

### **Desired Qualifications**

- Bachelor's degree in computer science or a related field. Degree must be from an accredited college or institution with five or more years related technical experience in a lead or managerial capacity; or an associate's degree in computer science or a closely related field and seven or more years related technical experience in a lead or managerial capacity.
- Expertise and experience in the assigned technical disciplines. Experience in managing the design and implementation of 2-3 moderately large or moderately complex projects or operational units. Ability to achieve objectives.
- Ability to communicate effectively verbally and in writing, with technical and non-technical audiences, in conducting formal presentations and preparing reports.
- Demonstrated leadership potential.
- Ten to twelve years of software development experience, with major background in Oracle Applications (11i or R12) preferred.
- Strong technical skills in the Oracle developer tool set (Forms, Reports, SQL, PL/SQL and Workflows) preferred.
- Strong technical and functional knowledge of Oracle R12 ERP (Finance Modules) preferred.
- Oracle fusion experience is plus.

### **Full time**

### **Additional Details**

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.

- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

**Benefits** -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:  
<http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

**This position is affiliated with the City Union of Baltimore (CUB) bargaining union.**

**This position is affiliated with the City Retirement Plan.**

**In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$96,089 - 122,735).**